

**Employee Placement Program, Extramural Administrative Support Services  
Registration Form – Page 1 of 2**

1. Name of Employee	
2. Title, Series and Grade	
3. IC / Organization	
4. Duty Location	
5. Date of Original EPP Registration	
6. Highest Permanent Grade Attained	
7. Highest Grade Potential (must be documented)	
8. Request for assignment to a lower graded position. Up to three grades or grade level equivalent below your current grade. – <b>VOLUNTARY --</b>	<input type="checkbox"/> I request a lower grade level assignment The lowest grade I will accept is: _____ <sup>1</sup> Employee signature and date: _____ _____
9. Request for assignment to a different commuting area. – <b>VOLUNTARY -- Relocation expenses will not be authorized for placements outside of an employee's current local commuting area.</b>	<input type="checkbox"/> I request assignment in the following duty location(s) : _____ _____ Employee signature and date: _____ _____

10. Education/Training Summary

- a. HS Diploma or GED – ☐ yes, ☐ no
- b. College Credit Hours -- \_\_\_\_\_ Quarter Hours, \_\_\_\_\_ Semester Hours
- c. College Degree -- ☐ yes – Type: \_\_\_\_\_ Major: \_\_\_\_\_, ☐ no
- d. Graduate Credit Hours -- \_\_\_\_\_ Quarter Hours, \_\_\_\_\_ Semester Hours
- e. Graduate Degree -- ☐ yes – Type: \_\_\_\_\_ Major: \_\_\_\_\_, ☐ no
- f. Other Special Training/Certification: \_\_\_\_\_

\_\_\_\_\_

**Appendix B  
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11. Work Experience and Other Job Related Skills/Training (No need to complete if on resume)

